



King County TRANSIT CHIEF

DEPARTMENT OF TRANSPORTATION - TRANSIT DIVISION/ OPERATIONS SECTION

Annual Salary Range \$63,523 – \$76,794

Job Announcement: 04DP4294

OPEN: 6/1/04

CLOSE: 6/11/04

WHO MAY APPLY: This position is open to King County employees who are career service employees, career service exempt employees, and current probationary employees who attained career service status in a previous position. This recruitment will be used to fill chief positions that are vacant prior to September 30, 2004. Successful candidates who are not placed into vacant positions prior to 9/30/04 will be required to reapply for future openings.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 South Jackson St KSC-TR-0419, Seattle, WA 98104**, or hand deliver to the **Career and Employment Center 201 South Jackson St Seattle, WA 98104**. Application materials must be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please contact Delanie Peterson at (206) 684-1607 or delanie.peterson@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the locations specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), a letter of interest detailing your background and describing how you meet or exceed the qualification requirements, and a response to the following supplemental question: Describe three of the most critical issues facing Base Operations in 2004-2005 and explain why you consider them to be critical. Please limit your response to one type written page.

WORK LOCATION: Assignment may be to any of the Operations base locations.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Typical work hours are between 6AM – 6PM, Monday through Friday. May be required to work extended hours and/or flex-scheduled work hours to respond to service needs. May be required to be “on-call” in rotation with other Base Operations Chiefs, and work some evenings, nights and/or weekend hours.

PRIMARY JOB DUTIES INCLUDE:

- Supervise and direct the work of first line supervisors and up to 150 transit operators, exhibiting positive leadership and role modeling, evaluating and addressing performance issues, encouraging and supporting staff development and training, conducting performance evaluations, and providing ADA accommodations as needed.
- Ensure that adequate staff exists to meet service schedule requirements.
- Ability to communicate and interpret informal communication and behavior of others.
- Function as the liaison with internal and external groups including other Operation units, Vehicle Maintenance, Scheduling, Finance, emergency response organizations, contractors, the public, elected officials, and representatives from private organizations.
- Assist in the development and administration of base operating and project budgets.
- Interpret and apply County and Metro Transit policy and procedures.
- Provide leadership in applying quality and employee involvement principles.
- Work with others to anticipate, identify and implement opportunities for service quality and business process improvements.
- Conduct grievance hearings and make decisions regarding resolution of grievances.
- Make real-time decisions to support transit service during emergency situations.
- Interview and recommend selection of transit operators and first line supervisors.
- Act as supervisor of base operations when assigned.

QUALIFICATIONS:

- An associate of arts degree or equivalent combination of education and experience. Coursework in supervision and/or management is desirable.
- Three years of transportation-related experience, including at least one year in a supervisory or lead capacity.
- A working knowledge of Transit Base Operations.
- Knowledge of the ATU 587 collective bargaining agreement and the grievance process.
- Analytical skills to be able to determine staff level requirements, research and resolve grievances, develop and monitor budgets and spending plans, and analyze various operational data.
- Supervisory and leadership skills, including decisiveness, good judgment, fairness, integrity and the ability to evaluate the effectiveness of work systems, programs and strategies.
- Excellent oral, written and interpersonal communication skills, including the ability to listen carefully to others with an open mind, and give and receive feedback. Ability to work with diverse groups of individuals.
- Working knowledge of computer programs currently being utilized and supported by Transit operations is desirable.
- Demonstrated ability to work in a team environment.

NECESSARY SPECIAL REQUIREMENTS: A valid Washington State driver's license is required.

SELECTION PROCESS: Applications and supplemental question response will be screened for clarity, completeness, and qualifications. The most competitive candidates may be invited to participate in a panel interview.

UNION MEMBERSHIP: This position is represented by I.F.P.T.E, Local 17 – Chief Unit.

CLASS CODE: 871401